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**CLARK COUNTY**  
WASHINGTON

**AUDITOR**

**GREG KIMSEY**

Date: October 1, 2006

To: Vehicle/Vessel Licensing Subagent Applicants

From: Greg Kimsey, Clark County Auditor

Subject: Request for Subagent Applications

Thank you for your interest in becoming a vehicle/vessel licensing subagent in Clark County. Applications packets are to be picked up at General Services (Purchasing Department) 1300 Franklin Street, Suite 650, Vancouver, WA, October 2, 2006 through October 31, 2006, 8:00 AM to 5:00 PM. All completed applications must be submitted to the General Services (Purchasing Department) no later than 5:00 PM, December 29, 2006. Only complete applications will be considered.

Your application will be reviewed and evaluated in a competitive process. It is important that you thoroughly present your qualifications in as brief and specific a manner as possible. Applicants will be selected based on their written application and may be asked to participate in a personal interview. After the interview process I will select three applicants to recommend to the Director of the State of Washington Department of Licensing (DOL). The DOL Director will make the final decision regarding the subagent office appointments.

The application process involves written proposals only. We do not nor require written applications to include signed leases, employment contracts, or other binding contracts.

Applicants are asked not to call or submit questions to the Auditor's Auto License staff regarding the application process.

All interested applicants are invited to attend one or all meetings where questions will be answered. The location, time, and dates of those meetings are as follows;

Clark County Auto License	9:00 AM to 10:00 AM	November 15, 2006
Conference Room 233	9:00 AM to 10:00 AM	December 1, 2006
1408 Franklin Street	9:00 AM to 10:00 AM	December 15, 2006
Vancouver, WA 98660		

Again thank you for your interest in becoming a Clark County vehicle/vessel licensing subagent.

**AUTO LICENSE DEPARTMENT**

1408 Franklin Street • P.O. Box 9812 • Vancouver, WA 98666  
(360) 397-2288 • Fax (360) 397-6025 • [www.clark.wa.gov/auditor](http://www.clark.wa.gov/auditor)



For an alternative format, contact the Clark County ADA Compliance Office.  
V (360) 397-2025; TTY (360) 397-2445; E-mail [ADA@clark.wa.gov](mailto:ADA@clark.wa.gov)